



What to consider for simultaneous recounts:

Scanners should be appropriately labeled to differentiate between races. For prep and set up of your scanners see ELECT's *Recounts Step-by-Step Instructions*. A locality may have multiple scanners depending on the amount of votes cast. All ballots must be scanned per 24.2-802. While the scanner may reject a ballot for being an overvote, undervote, write-in, or stray marks for one race, the ballot will have to be scanned again for other subsequent races.

The table(s) for hand-counting should be labeled appropriately to differentiate races. Each team of hand-counters should be assigned one race when determining voter intent on rejected ballots.

Challenged ballots:

As previously stated, a challenged ballot for one race must still be run as a machine readable ballot for any subsequent races. A challenged ballot must have a unique identifier for the specific race that is being challenged on the ballot. A locality may use SBE-802-CB-SR to challenge a ballot by attaching the slip to the ballot. Just as in a traditional recount, the challenged ballot must remain separate from other ballots. Any challenged ballots will be turned over to the Recount Court for adjudication.



Recount Officials - Scanners

Recount officials have the duty of counting the ballots.

Step 1 – Scan all machine readable ballots for your assigned race.

- Scanned ballots are placed in Counted Ballots envelope #3.
- Rejected ballots (over vote, under vote, write-ins) are placed in Rejected Ballots container.

Step 2 – Fill out the Recount Precinct Report (this may also be completed by a Recount Coordinator).

Step 3 – Provide to the Recount Coordinator:

- Sealed Counted Ballots envelope #3;
- Rejected Ballots container;
- Recount Precinct Report; and
- Challenged Ballots envelope (if applicable)

Step 4 – If you have challenged ballots, they should be scanned and remain separated in the Challenged Ballot envelope after scanning.

- When a ballot from the Challenged Ballot envelope is rejected for your assigned race, inform the Recount Coordinator of the rejection;
- Attach the Rejected Ballot form (SBE-802-RB-SR); and
- Place the challenged ballot back into the Challenged Ballot envelope



Recount Coordinator – Moving sealed ballots

Recount Coordinators move the sealed ballots between recount officials and Clerks. Recount Coordinators may also take note of any challenged ballots that are rejected (not readable by the optical scanning machine) for another race. The Coordinators may offer advice to the Recount Officials or assist officials by filling out the Recount Precinct Report.

Counted Ballots

Step 1 – After receiving the Counted Ballots envelope #3 for a race, provide the sealed envelope to the next race for scanning.

Rejected Ballots

Step 1 – Provide the Rejected Ballots container to the Clerk of Court.

Step 2 – If a challenged ballot is rejected in a subsequent race, provide the Rejected Ballot form to the recount official.

Challenged Ballots

Step 1 – If you receive the challenged ballots envelope after it was hand-counted, provide it to the recount official scanners of the next race.



Clerk of the Court – Ballot Security

Clerks will secure election materials and certify security to the Recount Court. The Clerk will be present and administer oaths on the day of the recount.

Step 1 – After receiving the Rejected Ballots container, provide 1 rejected ballot of the most recently scanned race to the Hand counting Recount Official team of the assigned race.

Step 2 – Collect the ballots and keep separate.

- Collect the rejected ballot as it is counted by the Hand counting Recount Official team and
- Collect the Challenged Ballots envelope

Step 3 - Provide hand counted rejected ballots to the Recount Coordinator for the next race.

Step 4 – Provide challenged ballots folder to the Recount Coordinator for the next race.

Step 5 - What to do after scanning and hand counting the ballots is complete:

- Provide all completed recount documents to the Recount Court and
- Provide the Challenged Ballot envelope to the Recount Court for adjudication



Recount Officials – Hand-counting Ballots

Before you start hand counting you should have:

- ELECT's *Ballot Examples for Hand Counting Ballots*;
- Manual Tally Sheet (optional);
- Recount Precinct Report; and
- Recount Challenge Sheet (SBE-802-CB-SR)

Step 1 – Receive 1 ballot from the Clerk.

- Remove the Rejected Ballot form (if applicable);
- Mark the Manual Tally Sheet (optional);
- Compare the ballot to ELECT's *Ballot Examples for Hand Counting Ballots*;
- Determine voter intent for your assigned race; and
- If you and your teammate cannot agree on voter intent, the ballot should be challenged (SBE-802-CB-SR)

Step 2 – If you have to challenge a ballot:

- Fill out the Recount Challenge sheet (SBE-802-CB-SR);
- Attach the Recount Challenge sheet to the ballot; and
- Place the challenged ballot and challenged ballot sheet inside the Challenged Ballot envelope

Step 3 – Fill out the Recount Precinct Report (this may be completed by the Recount Coordinator).

- Provide the Recount Precinct Report and Manual Tally sheet to the Recount Coordinator.

Step 4 - Provide the challenged ballot envelope to the Recount Coordinator.